

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

EMERGENCY SERVICES DISPATCHER - #61-848

DATE OF EXAMINATION
MARCH 18, 2006

*Examination fee - \$7.50

LAST FILING DATE
FEBRUARY 08, 2006

SALARY RANGE: \$26,092.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Sheriff's Office.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS: High school diploma or equivalent.
The education requirements must be satisfied before the date of the exam.

SPECIAL REQUIREMENT: Successful completion of NYSPIN school as a condition of completing probation.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Coding/decoding information;
2. Following directions (maps);
3. Retaining and comprehending spoken information from calls for emergency services;
4. Name and number checking; and
5. Understanding and interpreting written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring dispatching and coordinating a variety of emergency services (fire, rescue and ambulance, law enforcement, disaster preparedness, etc.). Dispatchers also maintain radio communications with road patrol officers. Incumbents monitor numerous telephone systems, alarm systems and radio frequencies simultaneously and must exercise sound independent judgment in prioritizing calls and dispatching appropriate emergency services as quickly as possible. Incumbents must maintain accurate records of all calls placed and received. May be required to perform various clerical duties as needed. Does related work as required.

PERFORMANCE TEST: A performance test will be held after we receive the written results from NYS Civil Service Department. This will be held in the Personnel Office on a weekday during business hours. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. You must pass both the written and performance tests to be considered for appointment. You will not be called to the performance test unless you have passed the written test. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you achieve on the written test.

Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The County of Schoharie reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The test will be administered on a conventional personal computer (PC). You will be using a conventional PC keyboard, but you will not be using a mouse.

SUBJECT: The test consists of three parts, each preceded by a separate practice session. It will test your ability to enter the kinds of information that dispatchers and related personnel must process for fire, police, and emergency medical services. You will not need any specific information prior to the test; rather, complete on-screen instructions will tell you all that you need to know in order to take the test. In order to pass, you must enter the data at a rate of at least 6,000 keystrokes per hour (which is equal to typing approximately 20 words per minute), with an accuracy rate of at least 97.5%.

RETEST POLICY: Candidates who fail the performance test will be permitted a retest which will be given on the same day as the original performance test.

WAIVER POLICY: If you have passed a 911 keyboarding performance test administered by a local jurisdiction in New York State within five years from the established written examination date, the performance test may be waived. If you request a waiver, you must submit verifiable evidence of qualifying. Information submitted must contain the title, location, and date of the performance test taken, as well as proof of passing.

YOU MUST PASS BOTH WRITTEN AND PERFORMANCE PORTIONS OF THIS EXAMINATION.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: December 20, 2005 SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.